

*Come work at CDSS where . . .*

# People come First!

## THE ADULT PROGRAMS DIVISION

**HAS AN IMMEDIATE OPENING IN THE  
OPERATIONS & QUALITY ASSURANCE MONITORING UNIT  
FOR THE FOLLOWING POSITION:**

### **STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)**

These positions are currently Limited Term, subject to becoming permanent pending Department of Finance approval.



## EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to [Chisa.Brite@dss.ca.gov](mailto:Chisa.Brite@dss.ca.gov).

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions.

**CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.**

**Final File Date:** Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information:** Chisa Brite  
8745 Folsom Blvd., Ste 230 MS 19-92  
Sacramento, CA 95826  
916-229-4346 / 916-229-3155 (fax)

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
ADULT PROGRAMS BRANCH  
QUALITY ASSURANCE MONITORING UNIT**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)**

**DUTY STATEMENT**

**CONCEPT OF POSITION:**

Under the direction of a Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will perform the more varied and complex technical analytical duties in the monitoring of the quality assurance activities performed by county Quality Assurance staff. Additionally, the AGPA will act in a lead capacity for some monitoring activities and other Bureau projects that require the use of strong analytical skills, exercising more independent judgments, and working under minimal supervision. Monitoring activities will include onsite visits to county social services offices to review case files and visit homes of program participants. Other Unit activities will include participation in State/county workgroups and monitoring activities that test quality assurance methodologies. Unit staff will also be responsible for training county staff in quality assurance procedures and providing technical assistance to county quality assurance staff. Additionally, Unit staff will be responsible for identifying and suggesting new opportunities for cost containment based on field observations and working with counties to enhance fraud investigation activities.

**A. RESPONSIBILITIES OF POSITION:**

- 30% Conducting onsite reviews at county offices and recipients' homes to monitor county quality assurance programs, which include the following activities: conducting entrance and exit conferences; discussions with county staff; reading cases; conducting home visits with program recipients and writing reports.
- 20% Identifying program fraud issues, and monitoring county activities that address program fraud.
- 15% Providing training and technical assistance to county Quality Assurance staff regarding program and quality assurance issues.
- 5% Identifying ongoing county training needs through the review process.
- 5% Maintaining statistical data regarding State and county quality improvement reviews.
- 5% Developing procedures and regulations.

- 5% Participating in State/county workgroups and other meetings with advocates.
- 5% Monitoring of activities that test quality assurance methodologies.
- 5% Participating in focused reviews to address program deficiencies and/or fraud.
- 5% Other duties as required.

**B. PERSONAL CONTACTS**

The AGPA will have frequent contact with the county social services staff, other Departmental personnel, and personnel from other State and federal agencies.

**C. ACTION AND CONSEQUENCES**

Failure to use good judgment in handling sensitive and confidential materials and imparting information could result in misspent program dollars and jeopardize the success of the Quality Assurance Initiative.

**D. OTHER INFORMATION**

The AGPA must have the ability to establish effective working relationships, possess good communication skills, work cooperatively and effectively as part of a team, work under pressure, and have a flexible work schedule. The AGPA may serve in a lead capacity for some reviews and Bureau activities and may act as the Unit Manager in his/her absence.

This position requires the capability to travel approximately 30% of the month.